Navy Directives

Overview

Presented By:

DNS-15

INTRODUCTION

Directives Authorities

- 5 U.S.C. 552 (Freedom of Information Act)

- OMB Directive M-10-06 (Open Government Directive)

- 44 U.S.C. Chapter 35 (Paperwork Reduction)

- 32 CFR Chapter VI, Subchapter § 700.106 (Control of administrative requirements)

- OMB Circular A-130 (Federal Policy on Information Resources)

- DoD Instruction 5025.01 (DoD Directives Program) of 6 June 2014

- SECNAVINST 5215.1E (SECNAV Directives Program)

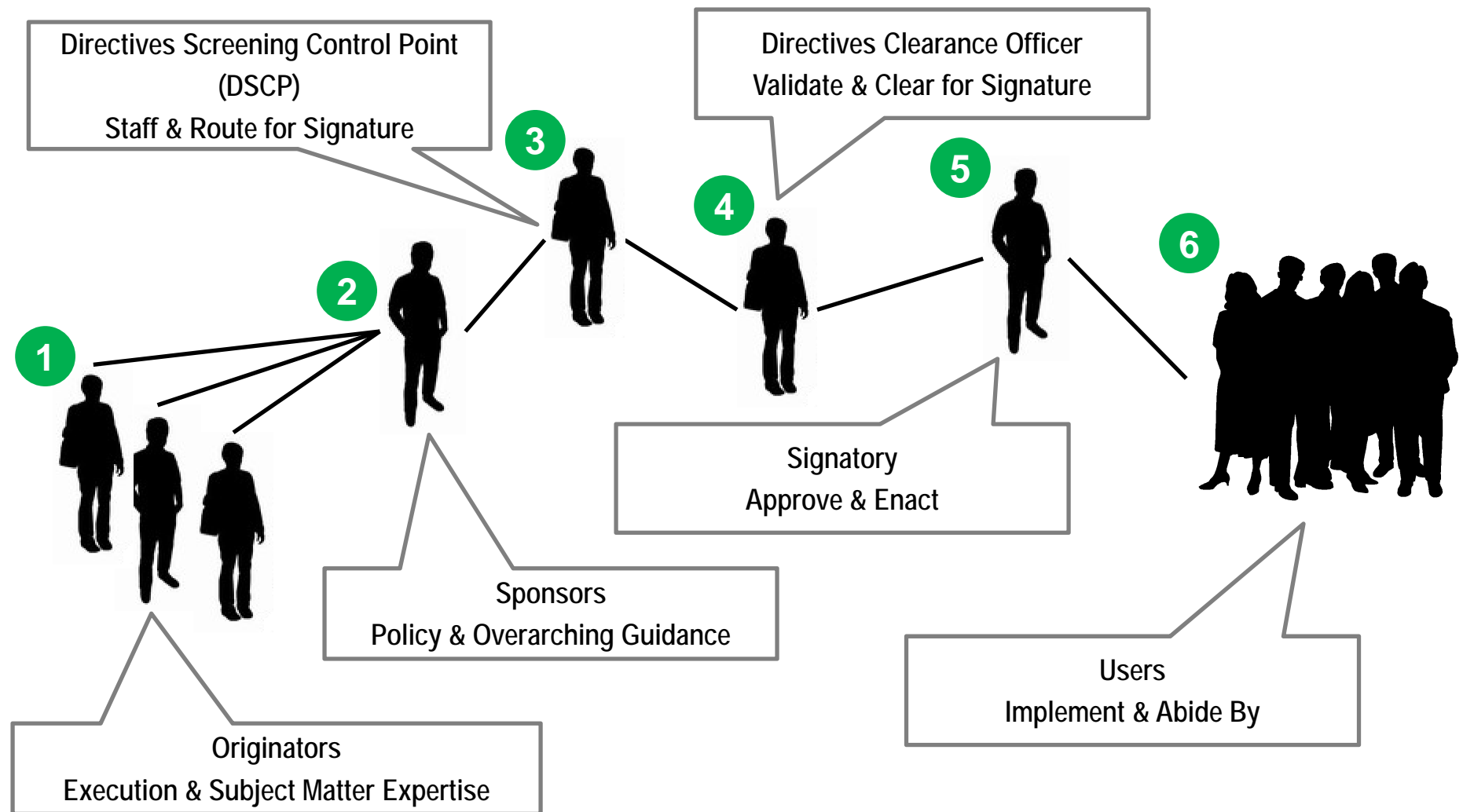- OPNAVINST 5215.17 (OPNAV Directives Program)

What is a Directive?

- "Directive" is a general term for an instruction, a notice or a change transmittal

- The Navy's most formal style of communication

- Written guidance that informs and instructs Navy personnel in the communications of policy and procedures in the performance of their duties

- Prescribes or establishes policy, organization, conduct, methods, or procedures

- Requires action or sets forth information essential to the effective administration or operation of activities concerned

- Actions called for within directives are usually mandatory

- May be internal or external. Internal directives are issued and applicable only to addressees within the issuing authority's organization. External directives are issued and applicable to the addressees external to the issuing authority's organization.
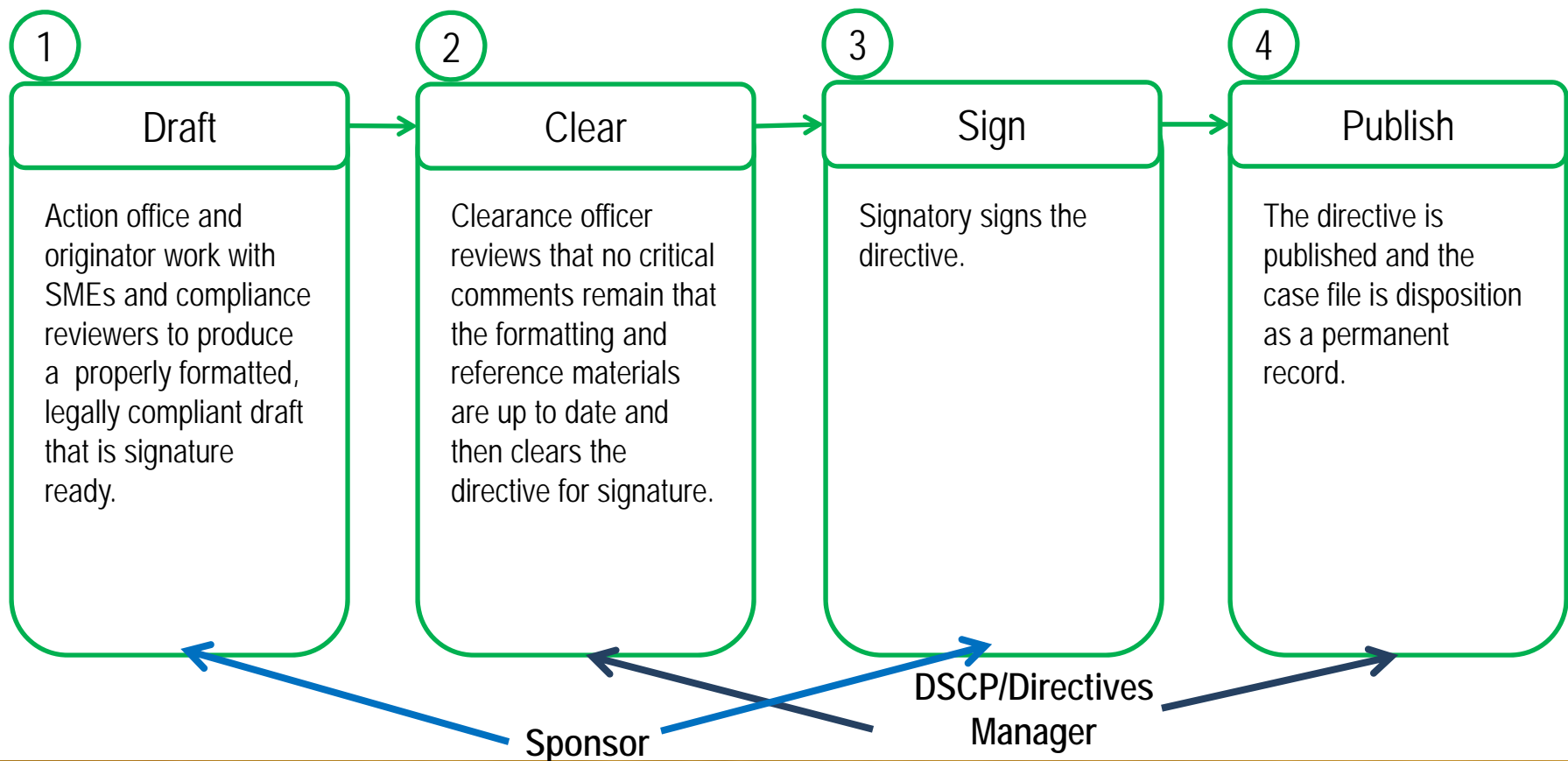
Directives Communities

Directives Screening Control Point (DSCP)
Staff & Route for Signature

Directives Clearance Officer
Validate & Clear for Signature

1

2

3

4

5

6

Signatory
Approve & Enact

Sponsors
Policy & Overarching Guidance

Users
Implement & Abide By

Originators
Execution & Subject Matter Expertise

"Bare Bones" Directives Clearance Process

- Due to incomplete work many directives are pushed back to step 1 after reaching steps 2 & 3
- Other directives are pushed back at step 4 because the sponsor skipped step 2

1 Draft	**2** Clear	**3** Sign	**4** Publish
Action office and originator work with SMEs and compliance reviewers to produce a properly formatted, legally compliant draft that is signature ready.	Clearance officer reviews that no critical comments remain that the formatting and reference materials are up to date and then clears the directive for signature.	Signatory signs the directive.	The directive is published and the case file is disposition as a permanent record.

Sponsor

DSCP/Directives Manager

Originators/Sponsors - Roles & Responsibilities

- Draft the directive

- Determine the standard subject identification code (SSIC)

- Involve appropriate subject matter experts (SME) and stakeholders for reviews. Primary responsibility for determining to whom it is applicable

- Regardless of how a document is cited, it is the responsibility of the originator/sponsor to ascertain the present status of a document, whether it is a directive or a reference

- Assemble the directives package (initial draft directive, draft action memo, and draft coordination page)

- Monitor the directive's progress

- Resolve issues

SMEs/Stakeholders – Roles and Responsibilities

- Ascertain technical accuracy

- Verify organization codes

- Verify responsibilities and actions

- Ascertain whether the directive clearly performs its purpose

- Put any objections in writing

- Provide concurrence to the originator or sponsor

DSCP - Roles & Responsibilities

- Coordinates reviews of proposed directives

- Certifies that they comply with OPNAVINST 5215.17

- Ensures the level of signature is correct

- Ensures they contain all chops, comments and concurrences between all SMEs, stake holders, legal and other compliance reviewers

- Routes final drafts of directives to directives manager

- Assists originators in the periodic review of directives

- Maintains the original directive and all background and supporting material in case files prior to submittal to command directives manager

Clearance Officer - Roles & Responsibilities

1) Ensures Directives

- Meet criteria for commander/commanding officer level issuance
- Have received proper adjudication
- Abide by the required appropriate format
- Are not duplicative of higher authority issuances
- Do not establish unwarranted administrative burden
- Complete a quality assurance review
- Are cleared for signature by the appropriate clearance office
- Packages are routed to the issuing authority to obtain signature

2) Publishes & Dispositions Directives

- Maintains case history files
- Publishes active directives to appropriate Web sites
- Accessions cancelled case file to NARA, as applicable

3) Facilitates directives revisions, consolidations and cancellations

Signatory - Roles & Responsibilities

- Processes directives packages for signature

- Dates every page of the directive following signature

- Provides the directives package to command directives management office
  Per the NARA general schedule N1-NU-89-4, referenced in SECNAV M-5210.1, the
  package must include:

  - Signed Directive (hard copy original and electronic)
  - Signed Action Memo
  - Coordination page
  - A copy of all references cited in the reference section
  - Any other relevant information, documents or materials

Users - Implement & Abide By

- Navy personnel who utilize Navy directives to inform and instruct them in the performance of their duties

- Ensures they are utilizing the latest version of references to a directive. If user is unable to locate a reference, they should contact the originator of the directive

- Complies with all directives that apply to them

CRITERIA

Instructions

In general, a document, regardless of its physical characteristics, must be issued as long term in the Navy Directives Management Program when it does one or more of the following:

- Establishes, implements, or revises policy

- Delegates authority or assigns responsibility

- Establishes or changes the organizational structure

- Initiates or governs a course action or conduct

- Establishes a procedure, technique, standard, guide, or method of performing a duty, function, or operation

- Establishes a form or a reporting requirement (information collection)

- Changes, supersedes, or cancels other directives

Notices

Documents of a short term nature which may also meet the instruction criteria.

- Information of one-time or brief nature

- Remains in effect for usually 6 months, but no more than 1 year

- Has a self-canceling provision

- Has the same force and effect as an instruction

Short-term documents not meeting the instruction criteria may also include the following:

- Contain requests for comments, approval, or information

- Routine actions

- Informative announcements such as change of command, education or promotion opportunities, recreational activities, work improvement plans, suggestions for morale building, or changes in office locations or telephone numbers

- Issuance of short-term policies, forms, and reporting requirements (information collection)

Change Transmittals

- For minor changes which affect 25 percent or less <u>of the pages</u> of the current basic directive

- Describes the nature of the change

- Provides direction for making the change

- For interim changes via a message (for urgent changes only), official change transmittal (or revision) must follow within 90 days of message

- (NEW) In a 5-year period, instructions cannot exceed five change transmittals. If a sixth one is needed, the instruction needs to be revised and reissued under the next alphabetical version, new date and signature.

Exceptions

Do not issue the following by directive:

- Navy Regulations

- Top secret documents

FORMATTING, STANDARDS AND PRACTICES

OPNAV Unclassified Instruction Template

Times New Roman 10

Times New Roman 8

Header - 0.5 inch

2 spaces after a period

Header – 1 inch

Font – Courier New 12

General Page Margins - 1 inch top, bottom, left and right

DEPARTMENT·OF·THE·NAVY¶
OFFICE·OF·THE·CHIEF·OF·NAVAL·OPERATIONS¶
2000·NAVY·PENTAGON¶
WASHINGTON,·DC·20350-2000¶

(Ensure·that·the·"Show·All"·button·(¶)········OPNAVINST·SSIC.XX¶
is·on·from·the·Standard·Toolbar·in·order······Orig/Sponsor·Code¶
to·view·the·format·properly)···············DD·Mmm·YYYY¶
(leave·date·blank;·add
once·signed)¶

¶
OPNAV·INSTRUCTION·SSIC.XX·(Refer·to·SECNAVINST·5215.1E·and·OPNAVINST·
5215.17·for·the·DON·Directives·Issuance·System·policies,·procedures·and·
responsibilities.··The·SSIC·number·should·reflect·the·most·important·subject·
covered·in·the·instruction·--·refer·to·SECNAV-M-5210.2)¶

¶
From:··Chief·of·Naval·Operations¶

Subj:··TITLE·OF·INSTRUCTION·IN·ALL·CAPS·(DO·NOT·USE·ACRONYMS·IN¶
·······SUBJECT·LINE)¶

¶
Ref:····(a)·Any·applicable·references·are·inserted·here¶
·········(b)·References·must·be·current·and·listed·alphabetically¶
·············In·order·as·they·are·cited·in·the·text¶
·········(c)·Keep·references·to·a·minimum¶
¶
Encl:··(1)·All·enclosures·must·be·identified·here·exactly·as¶
·········the·title·appears·on·the·actual·enclosure¶
·······(2)·They·must·be·listed·numerically·as·they·appear·in·the¶
·········text¶
·······(3)·All·enclosures·must·be·legible·and·reproducible¶

¶
1.··Purpose¶
¶
····a.··The·first·paragraph·of·an·instruction·must·state·the·
purpose·of·the·instruction,·which·tells·why·the·instruction·is·
being·issued.··It·is·used·to·indicate·the·issuance·of·policies,·
guidelines,·procedures,·and·responsibilities.¶

····b.··The·first·portion·of·the·purpose·paragraph·of·a·revised·
instruction·states·the·purpose·of·the·series,·and·not·of·the·
particular·revision.··Where·practicable,·provide·a·separate·
paragraph,·or·a·subparagraph,·summarizing·the·change(s)·which·
made·the·revision.··Only·major·changes·to·policy,·procedures,·
responsibility·assignments,·reporting·requirements,·and·like·
matters·of·substance·are·to·be·summarized.··Changes·made·to·
improve·readability,·update·background·information,·and·the·
like,·which·do·not·affect·the·substance·of·the·instruction,·need·
not·be·summarized.¶

¶————————Section Break (Next Page)————————

Header

OPN‥‥‥‥‥Mmm·YYYY·¶
(leave·blank;·add
once·signed)¶

¶
2.··Cancellation.··The·second·paragraph·must·contain·the·
statement(s)·of·cancellation·or·supersession·when·the·
instruction·cancels·and/or·supersedes·another·directive·(s)·or·
other·document·(s),·where·applicable.··When·the·instruction·
cancels·another·directive·or·document·which·requires·a·report·or·
form,·the·report·symbol·of·the·cancelled·report·and·the·form·
number·of·the·cancelled·form·must·be·indicated·in·the·
cancellation.¶
¶
3.··Action·and·/or·Responsibilities.··All·titles,·groups,·and·
organizations·having·action·or·responsibility·are·identified·in·
this·paragraph.··The·highest·order·of·responsibility·is·usually·
listed·first.¶
¶
····a.··The·only·authorized·font·for·Navy·directives·is·Courier·
New,·12·pitch.··The·following·is·the·correct·formatting·for·sub-
paragraphs.··In·an·instruction,·2·spaces·ALWAYS·follow·a·period,·
".",·and·a·colon,·":",·and·1·space·ALWAYS·follows·end·
parenthesis,·")"·and·a·semi-colon,·";".··Never·have·a·paragraph·
"1"·unless·there·is·a·paragraph·"2"·and·never·have·a·
subparagraph·"a"·unless·there·is·also·a·subparagraph·"b".¶
¶
····b.··Sub-paragraph·2¶
¶
········(1)·Sub-paragraph·1¶
¶
········(2)·Sub-paragraph·2¶
¶
···········(a)·Sub-paragraph·1¶
¶
···········(b)·Sub-paragraph·2¶
¶
···············1.··Sub-paragraph·1¶
¶
···············2.··Sub-paragraph·2¶
¶
···············a.··Sub-paragraph·1¶
¶
···············b.··Sub-paragraph·2¶
¶
··················(1)·Sub-paragraph·1¶
¶
··················(2)·Sub-paragraph·2¶

Footer

2¶

Footer - 0.5 inch

Page 1 not numbered

Footer - 0.5 inch

Directives Formatting

Ensure the "show all" ¶ icon is on all times ("Home" tab of MS Word 2010)

Margins and Layout

- General page margins: top, bottom, left and right: 1 inch

- Header/footer margins: header: 1 inch; footer: 0.5 inch. Exception is the first page of the directive for the e-letterhead: header margin is 0.5 inch

- The letterhead is per SECNAV M-5216.5, appendix C

- Font: Courier New; font size: 12

- Paragraph (Indents and Spacing): General - Alignment is "Left"; Outline level is "Body Text"; Indentation - Left is "0 inch"; Right is "0 inch"; Special is "None"; Spacing - Before is "font 0"; After is "font 0"; "Line spacing is "Single"

- Page numbering: every page is numbered with the exception of all page 1s, including in enclosures and attachments (exception in manual-type directives and appendices)

Directives Formatting

Setting Margins in Microsoft Word 2010

- On the Page Layout ribbon, open the Page Setup dialog box. Change the general margins settings on the Margins tab.
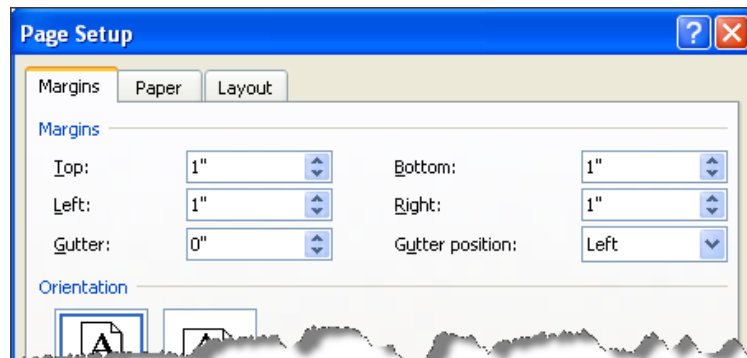
- Header and footer margin on the Layout tab.

Directives Formatting

Setting Paragraph in Microsoft Word 2010

- On the Paragraph Layout ribbon, open the Paragraph dialog box. Change the settings on the Indents and Spacing tab.

Directives Formatting

Spacing

- 2 spaces after period (".")
- 2 spaces after colon (":")
- 1 space after a coma (",")
- 1 space after a semi-colon (";")
- 1 space after right, end parentheses (")")
- 1 blank line between paragraphs and subparagraphs

OPNAV Unclassified Instruction Template

DEPARTMENT·OF·THE·NAVY
OFFICE·OF·THE·CHIEF·OF·NAVAL·OPERATIONS¶
2000·NAVY·PENTAGON¶
WASHINGTON,·DC·20350-2000¶

For example: CNIC/N4

SSIC and point number

(Ensure·that·the·"Show·All"·button·(¶)·······OPNAVINST·SSIC.XX¶
is·on·from·the·Standard·Toolbar·in·order·······Orig/Sponsor·Code¶
to·view·the·format·properly)··················DD·Mmm·YYYY¶
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Identifications

¶
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·······SUBJECT·LINE)¶

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Ref:····(a)·Any·applicable·references·are·inserted·here¶
········(b)·References·must·be·current·and·listed·alphabetically¶
············In·order·as·they·appear·in·the·text¶
········(c)·Keep·references·to·a·minimum¶

References

Encl:···(1)·All·enclosures·must·be·identified·here·exactly·as¶
············the·title·appears·on·the·actual·enclosure¶
········(2)·They·must·be·listed·numerically·as·they·appear·in·the¶
············text¶
········(3)·All·enclosures·must·be·legible·and·reproducible¶

Enclosures

1.··Purpose¶
¶
····a.··The·first·paragraph·of·an·instruction·must·state·the·
purpose·of·the·instruction,·which·tells·why·the·instruction·is·
being·issued.··It·is·used·to·indicate·the·issuance·of·policies,·
guidelines,·procedures,·and·responsibilities.¶
¶
····b.··The·first·portion·of·the·purpose·paragraph·of·a·revised·
instruction·states·the·purpose·of·the·series,·and·not·of·the·
particular·revision.··When·necessary,·provide·a·separate·
paragraph,·or·a·subparagraph,·summarizing·the·change(s)·which·
made·the·revision.··Only·major·changes·to·policy,·procedures,·
responsibility·assignments,·reporting·requirements,·and·like·
matters·of·substance·are·to·be·summarized.··Changes·made·to·
improve·readability,·update·background·information,·and·the·
like,·which·do·not·affect·the·substance·of·the·instruction,·need·
not·be·summarized.¶

Required Paragraph

Section Break (Next Page)

Alpha version, when applicable

The date directive is signed (DD Mmm YYYY)

Subject Block all caps No acronyms; try to keep at 10 words or less

All enclosures must be listed here in the order in which they are cited in the directive cover letter. Enclosure titles here must exactly reflect the actual titles of the enclosures.

References must be current and listed here in the order in which they are cited in the directive cover letter

··OPNAVINST·SSIC.XX¶
··DD·Mmm·YYYY·¶
··(leave·blank;·add¶
··once·signed)¶

¶
2.··Cancellation.··The·second·paragraph·must·contain·the·
statement(s)·of·cancellation·or·supersession·when·the·
instruction·cancels·and/or·supersedes·another·directive·(s)·or·
other·document·(s),·where·applicable.··When·the·instruction·
cancels·another·directive·that·contains·requires·a·report·or·
form,·the·report·symbol·of·the·cancelled·report·and·the·form·
number·of·the·cancelled·form·must·be·indicated·in·the·
cancellation.¶

Required Paragraph

¶
3.··Action·and·/or·Responsibilities.··All·titles,·groups,·and·
organizations·having·a·responsibility·are·identified·in·
this·paragraph.··The·highest·order·of·responsibility·is·usually·
listed·first.¶

Optional Paragraph

····a.··The·only·authorized·font·for·Navy·directives·is·Courier·
New,·12·pitch.··The·following·is·the·correct·formatting·for·sub-
paragraphs.··In·an·instruction,·2·spaces·ALWAYS·follow·a·period,·
".",·and·a·colon,·":",·and·1·space·ALWAYS·follows·end·
parenthesis,·")"·and·a·semi-colon,·";".··Never·have·a·paragraph·
"1"·unless·there·is·a·paragraph·"2"·and·never·have·a·
subparagraph·"a"·unless·there·is·also·a·subparagraph·"b".¶

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····b.··Sub-paragraph·2¶

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········(1)·Sub-paragraph·1¶

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········(2)·Sub-paragraph·2¶

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···········(a)·Sub-paragraph·1¶

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···········(b)·Sub-paragraph·2¶

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···············1.··Sub-paragraph·1¶

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···············2.··Sub-paragraph·2¶

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···················a.··Sub-paragraph·1¶

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···················b.··Sub-paragraph·2¶

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·······················(1)·Sub-paragraph·1¶

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·······················(2)·Sub-paragraph·2¶

2¶

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······································(leave·blank;·add¶
······································once·signed)¶
¶
···························(a)·Sub-paragraph·1¶
¶
···························(b)·Sub-paragraph·2¶
¶
4.··Records·Management.··This·paragraph·is·a·new·CNO·
requirement,·and·will·indicate·the·following:·"Records·created·
as·a·result·of·this·instruction,·regardless·of·media·and·format,·
must·be·managed·per·SECNAV·M-5210.1·of·January·2012."¶

5.··Forms·and/or·Reports·Control.··When·an·instruction·requires·
the·use·of·a·form·or·report,·the·form·number,·the·report·symbol,·
and·title·of·the·form·or·report·will·be·identified·in·the·last·
paragraph.··Also·state·where·the·form(s)·may·be·obtained·and·how·
information·should·be·submitted.¶
¶
¶
····························SIGNATURE·BLOCK¶
·····················(CAPS·with·first·initial,¶
······························middle·initial·and·last·name)¶
¶
Distribution:¶
Electronic·only,·via·Department·of·the·Navy·Issuances·Web·site¶
http://doni.documentserv...

Required Paragraph

Required Paragraph

Signature Block

Distribution Block

3¶

- 3 blank lines (4 returns) from the body of the text
- Authority - Name in ALL CAPS
- Position titles not in all caps
- One blank line from signature block

Body

Identification

- SSIC - refer to the DON SSIC Manual (SECNAV M-5210.2) for codes and descriptions (slide 33)
- Organization code for BOTH the originator and/or sponsor, if different ("CNIC/N4")
- Final date should reflect the date the directive is signed (DD Mmm YYYY – if single day, do not precede with a zero "0", such as "02 Apr 2015"; instead, "2 Apr 2015")
- Consecutive point numbers for new instructions are assigned by command directives manager
- For revisions or reissuances, use the next available alpha version. Do NOT use "I" and "O"

Subject Block

- Written in ALL CAPS
- Be descriptive but concise (try to use 10 words or less)
- No acronyms

References

References are **not required** in directives. However, if a document(s) will significantly facilitate the understanding of a directive or has a direct bearing on the subject matter, references are used.

- Must be current (no draft documents or cancelled documents or soon-to-be cancelled documents, if known)
- Must be listed alphabetically in the order in which they are cited <u>individually</u> within the text of the directives cover letter. PLEASE NOTE: each reference must be cited within the text of the directives cover letter in the order they are listed in the reference section
- Per SECNAV M-5216.5, keep references to a minimum and use only documents as references that have a direct bearing on the subject of the directive
- When not easily accessible, or not distributed to all addressees, indicate "(NOTAL)" for 'Not to All'
- "Series," "latest edition," etc. are not allowed when identifying references; must cite the current version
- Refer to SECNAV M-5216.5, chapter 7, paragraph 9b (subparagraphs 1 through 18) from page 7-6 to 7-10 for correct citations

Enclosures

Like references, enclosures are not required in directives. However, when more detailed and specific information is needed that does not belong in the directive cover letter, enclosures are used.

- Must be identified in the enclosure section exactly as the title appears on the actual enclosure
- Sentence case, not all capitals, in the enclosure section. However, titles of enclosures in the actual enclosures are in all capitals and underlined.
- Must be listed numerically as they are cited within the text of the directive cover letter. PLEASE NOTE: like references, each enclosure must be cited within the text of the directives cover letter in the order they are listed in the enclosure section.
- Must be legible and reproducible (this includes all graphs, charts, tables)
- Per SECNAV M-5216.5, enclosing an existing document as an enclosure is not allowed

Required Paragraphs

- <u>Purpose</u> (always the first paragraph) - Must state the purpose of the directive which tells why the directive is being issued. It indicates the issuance of policies, guidelines and responsibilities. State the purpose of the series, not of the particular revision.
  - ❑ Per OPNAV 5215.17, for a revised directive, provide a summary of changes. Only major changes to policy, procedures, responsibility assignments, reporting requirements, and like matters of substance are to be summarized.   In addition, place in the "purpose" paragraph the following: "This instruction is a complete revision and should be reviewed in its entirety."

- <u>Cancellation</u> (always the second paragraph, WHEN APPLICABLE) - Contains the statement of the cancellation or supersession when the directive cancels or supersedes another directive or document.

- <u>Records Management</u> - This is a CNO requirement which will be reflected in the revised OPNAVINST 5215.17A.

- <u>Forms and/or Reports Control</u> (always the last paragraph <u>in instructions</u>, when applicable) - is used when the directive mandates the use of a form(s) and/or a report requirement/information collection. The form number(s), form title(s) and where the form(s) may be accessed and/or report control symbol(s) and report title(s) must be identified in this paragraph.

Directives Standards and Practices

Optional Paragraphs

- Scope and Applicability (Recommended)

- Background

- Discussion

- Policy

- Procedures

- Responsibilities and/or Action

    o Action is required for all change transmittals (provide direction for making change(s))

    o Identifies all titles, groups, and/or organizations having action or responsibility

    o Highest responsible authority is listed first

    o Be clear about required actions to be taken and when

Directives Standards and Practices

Outline (per SECNAV M-5216.5, figure 7-8)

For every sub paragraph section that is added, increase by four additional spaces and start typing on the fifth ('x' represent spaces):

- `1.xxParagraph 1`
- `2.xxParagraph 2`
- `xxxxa.xxSub-paragraph 1 [`**`4 spaces`**`]`
- `xxxxb.xxSub-paragraph 2`
- `xxxxxxxx(1)xSub-paragraph 1 [`**`8 spaces`**`]`
- `xxxxxxxx(2)xSub-paragraph 2`
- `xxxxxxxxxxxx(a)xSub-paragraph 1 [`**`12 spaces`**`]`
- `xxxxxxxxxxxxxxxx1.xxSub-paragraph 1 [`**`16 spaces`**`]`
- `xxxxxxxxxxxxxxxxxxxxa.xxSub-paragraph 1 [`**`20 spaces `**`]`
- Never have a subparagraph "a" unless there is, at a minimum, also a subparagraph "b"
- Due to the Courier New mono space font, never use Tab button or Numbering function; use spacebar only for spacing
- Where possible, ensure the beginning of each page and the bottom of each page contains TWO full lines of text, especially when splitting a paragraph

Directives Standards and Practices

Signature Block

- There are three blank lines between the end of the body text and the signature block
- The signature authority's name must be in ALL CAPS
- If any position titles, they are NOT in all caps
- Per SECNAV M-5216.5, do not use military titles

Distribution Block

- There is only one blank line between the signature block and the distribution block. Example distribution blocks, as follows:

  For unclassified OPNAV directives:
  Distribution:
  Electronic only, via Department of the Navy Issuances Web site
  http://doni.documentservices.dla.mil

  For classified OPNAV directives:
  Distribution:
  Electronic only, via Department of the Navy Classified Issuances Web site
  http://hqweb.cno.navy.smil.mil/donci

Directives Standards and Practices

Identification Number for a Directive

- Directives are associated with SSICs

- SSIC needs to reflect the most important subject covered in the directive. Should reflect the directive's purpose and general significance, not functional responsibilities.

- Ultimately, the originator of the directive determines the appropriate SSIC per SECNAV M-5210.2

Point Number for a New Instruction

- The point number is assigned in numerical sequence availability by the command directives manager
  - For example, for SSIC 5215 the last consecutive number used for an OPNAV instruction is 17, therefore the next available number is 18, which will be used for the next new OPNAV 5215 instruction

- For record purposes, consecutive numbers can never be reused, even if previously cancelled.

Directives Standards and Practices

Acronyms

- Per the Writing Style Guide for DoD Issuances, consider not using acronyms if only cited a few times
- Never used in the subject of directives
- Acronyms are only defined once (exception: can be defined again in sections/chapters of large directives, like manual-type instructions)
- If not used more than once, do not use the acronym
- First use is fully defined followed by the appropriate acronym in parentheses:
  - For example: "subject matter expert (SME)"
- Do not capitalize the term/definition of an acronym if not normally capitalized
  - ISIC – immediate superior in charge
  - COLA – cost of living adjustment

Directives Standards and Practices

Acronyms (cont.)

- Do not make acronyms plural; for example, "commanding officers (CO)"

- For abbreviations for commands, use the SNDL PLA long title abbreviations
  - For example, for Commander, Naval Air Forces, use "COMNAVAIRFOR," not "CNAF"

The Navy acronym official sources are:

- Department of Defense Dictionary of Military and Associated Terms, JP 1-02 (http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf)

- Navy Doctrine Library System (NDLS) (https://ndls.nwdc.navy.mil/Terminology.aspx) - CAC enabled – "Terminology" tab. Contains the Navy Supplement to the JP 1-02 (NTRP 1-02) and the Marine Corps Supplement to the JP 1-02 (MCRP 5-12C)

Directives Standards and Practices

Wording

- Do not use virgules ("/") when they can be replaced with "*and*" or "*or*" (e.g., instead of "commands/activities," use "commands and activities")

- Like acronyms, identify official titles/names of all organization codes at first citation (even if used only once) (e.g., "OPNAV Director, Warfare Integration (OPNAV N2/N6F)")

- Ensure capitalization is correct – refer to the U.S. Government Printing Office (GPO) Style Manual, (http://www.gpo.gov/fdsys/granule/GPO-STYLEMANUAL-2008/GPO-STYLEMANUAL-2008-5) the Navy Style Guide (http://www.navy.mil/submit/view_styleguide.asp?sort=A), and JP 1-02/NTRP 1-02/MCRP 5-12C

- Replace "in accordance with" with "per," "by," "following" or "under"

- Replace "promulgate" with "issue" or "publish"

Wording (Cont.)

- Measurements and time are not spelled out – use figures (e.g., 2 feet by 1 foot 8 inches, 3 days) (per the GPO)

- Be aware when using verb modifiers:

    Must - Action is obligated. Per the Federal Plain Language Guideline and the Writing Style Guide and Preferred Usage for DoD Issuances, do not use "shall"

    Must not - Action is prohibited

    Should - Action is recommended

    Will - To denote a required action in the future

    May - Action is discretionary

- Dates of directives must include 4-digit years (i.e., YYYY)

SCENARIO

Scenario

DEPARTMENT·OF·THE·NAVY¶
OFFICE·OF·THE·CHIEF·OF·NAVAL·OPERATIONS¶
2000·NAVY·PENTAGON¶
WASHINGTON,·DC·20350-2000¶

·······································OPNAVINST·1560.9B¶
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OPNAV·INSTRUCTION·1560.9B¶
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From:··Chief·of·Naval·Operations¶
¶
Subj:··VOLUNTARY·EDUCATION·(VOLED)·FOR·NAVY·SAILORS¶
¶
Ref:····(a)·DoD·Instruction·1322.25·of·7·July·2014¶
·······(b)·OPNAVINST·1700.2·(Series)¶
·······(c)·Draft·SECNAVINST·3200.5¶
·······(d)·10·U.S.C.·§2005¶
¶
Encl:·(1)·NAVY·VOLED·GUIDANCE¶
¶
1.··Purpose.··To·issue·policy·and·assign·responsibility·for·
VOLED·per·references·(a)·through·(d).¶
¶
2.··Cancellation.··OPNAVINST·1560.9A.¶
¶
3.··Background.··Education·is·a·strategic·investment·in·the·Navy·
that·is,·first·and·foremost,·a·seagoing,·warfighting·
organization.··Operational·primacy·is·the·Navy's·highest·
priority;·however,·it·alone·is·not·sufficient·to·meet·the·
strategic·and·technological·challenges·of·tomorrow.··An·
investment·in·the·education·of·our·Sailors·through·Navy·VOLED·
programs·is·essential·to·the·development·of·a·force·with·the·
attributes·necessary·to·innovate,·adapt,·and·succeed·in·planning.¶
¶
4.··Scope.·Per·reference·(a),·the·Navy·VOLED·Program·applies·
specifically·to·active·duty·Sailors,·full-time·support·Sailors,·
and·selected·reservists·on·continuous·active·duty·who·meet·the·
eligibility·requirements·detailed·in·this·instruction.¶
¶
····a.·If·space·is·available,·Navy·retirees,·Department·of·
Defense·(DoD)·civil·service·employees,·adult·family·members,·
retirees,·and·counterparts·from·other·Services·may·participate·
in·the·Navy·VOLED·Program·at·no·cost·to·the·Navy.¶
······(1)··The·Navy·VOLED·Program·will·be·made·available·to·
Sailors·regardless·of·duty·assignment.¶
¶——————————————————Section Break (Next Page)——————————————————

·······································OPNAVINST·1560.9B¶
·······································01·Oct·15¶
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5.··Definitions.··Specific·terms·used·in·this·instruction·are·
defined·in·enclosure·(2).¶
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·······································J.·F.·DOE¶
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Distribution:¶
Electronic·only,·via·Department·of·the·Navy·Issuances·Web·site·¶
http://doni.documentservices.dla¶

Scenario Corrected

QUESTIONS & ANSWERS

Directives References/Resources

- U.S. Government Printing Office (GPO) Style Manual, (http://www.gpo.gov/fdsys/granule/GPO-STYLEMANUAL-2008/GPO-STYLEMANUAL-2008-5) : *capitalization, spelling, punctuation, use of numerals, signs and symbols, format of phone numbers*

- Department of Defense Dictionary of Military and Associated Terms, JP 1-02 (http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf: *acronyms, definition of acronyms and capitalization*

- SECNAV Manual 5216.5, Department of the Navy Correspondence Manual (http://doni.documentservices.dla.mil/SECNAV%20Manuals1/5216.5.pdf): *acronym usage, font, format/outline, citation of references, enclosures*

- Navy Doctrine Library System (NDLS) (https://ndls.nwdc.navy.mil/Terminology.aspx) - CAC enabled – "Terminology" tab. Contains the Navy Supplement to the JP 1-02 (NTRP 1-02) and the Marine Corps Supplement to the JP 1-02 (MCRP 5-12C): *acronyms, definition of acronyms and capitalization*

- Writing Style Guide and Preferred Usage for DoD Issuances (http://www.dtic.mil/whs/directives/corres/writing/Writing_Style_Guide.pdf): *acronyms/abbreviations, definitions, terminology, wording*

- U.S. Navy Style Guide (http://www.navy.mil/submit/view_styleguide.asp?sort=A): *capitalization, acronyms, spelling, terminology, wording*

Directives References/Resources (Cont.)

- CJCS Directives Electronic Library (http://www.dtic.mil/cjcs_directives/): *repository of all CJCS issuances*

- DoD Issuances Web site (http://www.dtic.mil/whs/directives/index.html): *repository of all DoD issuances*

- Department of the Navy Classified Issuances Web site (http://hqweb.cno.navy.smil.mil/donci): *repository of all SECNAV and OPNAV classified and FOUO directives*

- Department of the Navy Issuances Web site (http://doni.documentservices.dla.mil): *repository of all unclassified SECNAV and OPNAV Directives; SNDL under the "SNDL" tab; "HOW TO" tab contains templates and directives FAQs; "LINKS" tab provides Web site to lower echelon Navy commands/activities issuances' Web sites and other information, including the NDLS*

- DoD Forms Management Program Web site (http://www.dtic.mil/whs/directives/infomgt/forms/index.htm): *repository of all DoD forms*

- Naval Forms Online (https://navalforms.documentservices.dla.mil/web/public/home): *repository of all Navy forms*

- ALNAVs and NAVADMINs (http://www.public.navy.mil/bupers-npc/reference/Messages/Pages/default.aspx): *repository of ALNAVs and NAVADMINs*

Directives References/Resources **(Cont.)**

- DoD Instruction 5025.1, DoD Directives Program
  (http://www.dtic.mil/whs/directives/corres/pdf/502501p.pdf)

- SECNAVINST 5215.1E, SECNAV Directives Program
  (http://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5215.1D.pdf)

- OPNAVINST 5215.17, OPNAV Directives Program
  (http://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5215.17.pdf)

- Standard Navy Distribution List (SNDL), OPNAVINST 5400.45
  (http://doni.documentservices.dla.mil/sndl.aspx)

- Federal Plain Language Guideline:
  http://www.plainlanguage.gov/howto/guidelines/FederalPLGuidelines/FederalPLGuidelines.pdf

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